

**2003-05 BIENNIAL BUDGET DEVELOPMENT TIMETABLE
DEPARTMENT OF WORKFORCE DEVELOPMENT**

April 22, 2002	Secretary's Preliminary Guidance/Memo Distributed
May – June	Divisions work with budget office to identify preliminary issues (complete by 5/24/02). Joint briefings scheduled with the Secretary's Office on June 5 th and 10 th , with decisions on issues to be developed further.
June – Mid-July	Divisions and the budget office prepare detailed issue papers and budget strategy recommendations. <ul style="list-style-type: none"> • Papers due to Shawn by July 5th. • Week of July 8th-meetings with paper developers and AO. • July 15th-papers due to ASD.
July – August	Develop briefing materials and conduct sessions for Secretary's Office. Discuss alternatives and finalize Secretary's decisions on Division's/DWD budget requests August 7 th .
August 12-16	W-2 C&I meeting on 16 th . DWD to share issue papers for feedback as soon as available (targeting release on the 12 th).
August 19 – September 14	Budget office prepares final budget documents: <ul style="list-style-type: none"> • Forms, issue papers, DINs • Summaries/materials for external audiences
September 15, 2002	Budget submitted to DOA

